FOAPAL MAINTENANCE FORM

(This form is to be used to request new or revised Funds, Organizations, Accounts, or Activity Codes)

(Drop-Down menus available for highlighted fields)

I. Complete for New Fund, Organization, Account, or Activity Code:

Type: NA

Title: _____

Effective Date: _____

Financial Manager (Fund & Org only): _____ JAG#: _____

Type of Account (if applicable): NA

If other, please specify. _____

Type of Fund (if applicable): NA

Preferred Fund Number (optional): _____

Preferred Associated Org (for new funds): _____

Preferred Activity Code (if applicable): _____ (6 alpha numeric digits)

Purpose: _____

II. Complete for Revision of Fund, Organization, Account, or Activity Code:

Type: NA

Current Code: _____ Title: _____

Change the following element(s): (where applicable)

Element:		**Current:**	**Revised:**
Title:		_____	_____
Defaults:	Fund	_____	_____
	Program	_____	_____
_____		_____	_____

If other, please specify.

Purpose: _____

_____

III. Approvals:

Department Head _____ Date _____

Dean/VP _____ Date _____

Business Office _____ Date _____